



# OFA Event Request Form

For all events promoted under the umbrella of Old Fairhaven Association's non-profit status. Note: Events must be self-supporting. The OFA is not liable for any debts incurred by the event unless previously approved by the Board.

Name of Event \_\_\_\_\_

Date \_\_\_\_\_ Place \_\_\_\_\_

Describe Event & Its Purpose \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Set up time \_\_\_\_\_ Event Time \_\_\_\_\_ to \_\_\_\_\_

Name of Organization \_\_\_\_\_

Name of Organizer(s) \_\_\_\_\_

Address \_\_\_\_\_

Phones ---Home \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Is your organization non-profit? \_\_\_\_\_

Will the event benefit a charity? \_\_\_\_\_

Is this event covered under your Insurance? \_\_\_\_\_ Company \_\_\_\_\_

Is event on City or Private Property? \_\_\_\_\_

Are any street closures or city permits required? \_\_\_\_\_

Will organization handle own publicity and advertising? \_\_\_\_\_

Describe \_\_\_\_\_

\_\_\_\_\_

Why should this event be under Fairhaven Association non-profit umbrella? How will your event benefit Fairhaven? \_\_\_\_\_

\_\_\_\_\_

Will funds go through the Old Fairhaven Association Account? \_\_\_\_\_

Will OFA pay the bills for the event from these funds? \_\_\_\_\_

If there are funds remaining after bills where do they go? \_\_\_\_\_

If a shortfall occurs, who will pay it? \_\_\_\_\_

What plan do you have for clean up afterward? \_\_\_\_\_

\_\_\_\_\_

Date of Board Presentation \_\_\_\_\_ Name of Presenter \_\_\_\_\_

\$ Advance Deposit Required? \_\_\_\_\_ Vote Results \_\_\_\_\_

Approval Signature \_\_\_\_\_

President